Guaranty Agency Total and Permanent Disability Discharge Assignment Procedures
Appendix IV – Manifest Information
Attachment to March 2016 Electronic Announcement

In the assignment process for Total and Permanent Disability Discharge, an assignment manifest must accompany the hard copy (collateral) files, regardless of whether the loan holder transmits an assignment file via the Student Aid Internet Gateway (SAIG) or submits paper assignment forms to the Department of Education (the Department). The assignment manifest should contain the following elements:

1. **Date of manifest submission:** *Place this at the top of the manifest.*

2. **Loan Holder Name:** *Include the guaranty agency's name or school name.*

3. **Loan Holder Code:** *Include the guaranty agency's code or school OPE ID.*

4. **A list of the borrowers' names in alphabetical order along with their respective Social Security Numbers (SSNs).** *Arrange the list by SSN first, then name, or by name first, then SSN.*

   Note: Order the hard copy (collateral) files in the same order used on the manifest.

5. **The total number of borrowers *or* numbering of the ordered list:** *Indicate the total number of borrowers at the end of the ordered list **or** number the ordered list so that the last number reflects the total number of borrowers.*

   Example: BORROWER COUNT: 10 (This means 10 borrowers would be listed on this particular manifest.)

6. **The number of loans for each borrower:** *Place this number in a column to the right of each individual borrower's name or SSN.*

   Note: Include loans disbursed under a promissory note and loans disbursed under a Master Promissory Note (MPN) in this count.

   Example: A borrower has seven loans. Two loans are disbursed under a promissory note and five loans are disbursed under MPNs. Place "7" in the column to the right of the borrower's name and SSN.

7. **The number of promissory notes (including MPNs) for each borrower:** *Place this number in a column to the right of the number of loans.*

   Note: Include MPNs in this count.

   Example: A borrower has six promissory notes. Two of those promissory notes are MPNs. Place "6" in a column to the right of the number of loans for this borrower.

8. **The number of MPNs for each borrower:** *Place this number in a column to the right of the number of promissory notes.*

   Example: A borrower has two MPNs. Place "2" in this column.

9. **The number of loans for each borrower disbursed under MPNs:** *Place this number in the last column, to the right of the column showing the number of MPNs for each borrower.*

Example: A borrower has five loans disbursed under two MPNs. Place "5" in this column.

10. **The total number of promissory notes included with the manifest:** *Place this number at the bottom of the listing or at the top of the page on the right side. Label this count "Total Promissory Notes."*

This count is the ***grand total*** of the number of all promissory notes included on the manifest. An MPN counts as one promissory note.

Example: A manifest includes 38 promissory notes. Include a "Total Promissory Notes" label and place "38" next to the label.

A sample manifest follows.

SAMPLE ONLY – You are not required to use this form. – SAMPLE ONLY

ASSIGNMENT FILE MANIFEST
DATE OF SUBMISSION: 10/20/08

Loan Holder Name: My State Higher Education
Loan Holder Code: MY123

#	Borrower Name	SSN	# of Loans	# of PNotes (include MPNs)	# of MPNs	# of Loans under MPNs
1	First Name, Last Name	XXXXXXXXX	8	8	0	0
2	First Name, Last Name	XXXXXXXXX	6	3	1	4
3	First Name, Last Name	XXXXXXXXX	4	3	1	2
4	First Name, Last Name	XXXXXXXXX	2	2	0	0
5	First Name, Last Name	XXXXXXXXX	1	1	0	0
6	First Name, Last Name	XXXXXXXXX	3	2	1	2
7	First Name, Last Name	XXXXXXXXX	5	3	1	3
8	First Name, Last Name	XXXXXXXXX	7	2	2	7
9	First Name, Last Name	XXXXXXXXX	9	5	2	6
10	First Name, Last Name	XXXXXXXXX	12	9	1	4

Total Promissory Notes: 38